

OCCUPATIONAL THERAPY ASSISTANT

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3- Accomplished task to criteria
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[illegible]

1. Introduction to Occupational Therapy Assistant

- 1.1 Identify the roles and responsibilities of team members
- 1.2 Identify the educational requirements and certification(s) of occupational therapy team members
- 1.3 Identify opportunities for employment in the occupational therapy fields
- 1.4 Identify and list the functions of the professional organization(s) for the occupational area
- 1.5 Identify location of various types of occupational therapy fields
- 1.6 Follow a chain of command
- 1.7 Practice professional work habits
- 1.8 Comply with state regulations for occupational area
- 1.9 Locate OSHA poster(s) and MSDS(s) in clinical site
- 1.10 Identify OSHA regulations that pertain to clinical site
- 1.11 Identify biohazard labels
- 1.12 Identify different departments in a typical occupational therapy department
- 1.13 Apply ethical standards to the occupational area
- 1.14 Apply legal standards to the occupational area
- 1.15 Demonstrate confidentiality in the occupational area
- 1.16 Demonstrate various public relations and marketing techniques
- 1.17 Identify, define and use terminology specific to the occupation
- 1.18 Demonstrate effective stress management

2. Identifying and Describing Equipment and Procedures

- 2.1 Identify and describe use of a forearm skate
- 2.2 Identify and describe use of splints and slings
- 2.3 Identify and describe use of hand exercises
- 2.4 Identify and describe use of therplast
- 2.5 Identify and describe use of block patterns
- 2.6 Identify and describe use of graded hand activities
- 2.7 Identify and describe use of A.D.L.
- 2.8 Identify and describe use of wheelchair mobility
- 2.9 Identify and describe use of recreational and play activities

3. Occupational Therapy Planning

- 3.1 Contribute information on clients for planning and coordinating treatment programs
- 3.2 Assist in planning a routine progression of motor activities
- 3.3 Assist in arranging individual and group activities

4. Using Occupational Therapy Equipment and Procedures

- 4.1 Demonstrate use of forearm skate
- 4.2 Demonstrate use of splints and slings
- 4.3 Demonstrate use of hand exercises

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4. Using Occupational Therapy Equipment and Procedures cont.

- 4.4 Demonstrate use of theraplast
- 4.5 Demonstrate use of block patterns
- 4.6 Demonstrate use of graded hand activities
- 4.7 Demonstrate A.D.L. in occupational therapy activities
- 4.8 Demonstrate use of wheelchair mobility
- 4.9 Demonstrate use of recreational and play activities

5. Using and Fabricating Adaptive Equipment

- 5.1 Assist with development and implementation of feeding utensils
- 5.2 Assist with development and implementation of writing instruments
- 5.3 Assist with development and implementation of grooming aids
- 5.4 Assist with development and implementation of dressing aids
- 5.5 Assist with development of recreational and play aids
- 5.6 Construct supportive devices to assist clients with therapy activities

6. Observation of the Client

- 6.1 Identify and describe cognitive perceptual skills of the client
- 6.2 Identify and describe motor coordination of the client
- 6.3 Identify and describe psycho-social development of the client
- 6.4 Identify and describe the self-care level of ability of the client
- 6.5 Measure client's range of joint motion, length and girth of body parts and vital signs
- 6.6 Observe clients during treatment to note unusual reactions to therapy and client's progress
- 6.7 Report signs of client fatigue, distress or other problems orally to therapist
- 6.8 Assist in evaluation of client's response to therapy
- 6.9 Observe interviews with client and family to gather information on client preferences, treatment goals and progress (optional)

7. Demonstrating Occupational Procedures (with model or doll)

- 7.1 Demonstrate large muscle coordination activities and exercises
- 7.2 Demonstrate small muscle coordination activities and exercises
- 7.3 Demonstrate use of occupational therapy equipment and adaptive appliances
- 7.4 Demonstrate use of perceptual exercises

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- 8.1 Assist with keeping the appointment book
- 8.2 Assist with maintaining the client's record
- 8.3 Assist with answering the telephone and taking messages
- 8.4 File and retrieve client's records

- 9.1 Instruct clients using knowledge of arts and crafts techniques to assist clients develop fine muscle coordination and dexterity following client treatment plan
- 9.2 Instruct clients using oral communication skills and demonstration to assist client care of orthoses, prostheses and supportive devices
- 9.3 Report observations of client's behavior, progress and attendance using standard form or orally, to inform therapist of client's responses, achievements and participation
- 9.4 Encourage client participation in recreational and creative activities, using oral communication skills, to develop client's social skills, according to knowledge of therapy goals and techniques
- 9.5 Maintain medical ethics by assuring the client's right to privacy by not disclosing client information to anyone not on the medical team

- 10.1 Administer therapeutic manual and mechanical massage using various massage techniques and lubricant to treat clients as directed by therapist
- 10.2 Administer therapeutic exercise using passive, active or resistive range of motion techniques to improve client's muscle tone as assigned by therapist
- 10.3 Fit clients for and instruct in the use of orthoses, prostheses and supportive devices using fingers and hand tools to ensure proper operation of devices as directed by therapist
- 10.4 Instruct clients, using canes, wheelchairs, walkers and crutches, to assist client walk with proper gait, as directed by therapist

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